

**These policies and procedures apply to your OnVUE examination. As an IFSE student you have the responsibility to act with honour, integrity and respect and to conduct yourself to the generally accepted ethical standards of professional behavior. You must acknowledge your acceptance of these policies and procedures by agreeing at the bottom of the page. If you decline, your exam booking process will end.**

1. You certify that you are registered to write this exam. You must produce valid government issued photo identification during the exam registration process. You will be required to take a headshot photo of yourself (and your ID) and take pictures of your surrounding. Acceptable photo identification includes a passport, driver's license, citizenship card or permanent resident card. After the ID has been confirmed its photo capture will be deleted and not kept on the system.
2. **You will** not be permitted to write an exam if you arrive more than 15 minutes late
3. During the exam, you are not permitted to have any items on your desk or on your person.

**NOT PERMITTED:** Any device, item, or materials that interfere or compromises the integrity of IFSE exams. Manuals, notes, pens, pencils, calculators, electronic devices, or wearable technology are not permitted at the exam.

4. During the exam, communication is prohibited. If you leave the camera view, if there are other people in the room and if there is talking or other suspicious activity the Proctor can terminate the exam.
5. The proctor cannot answer any questions having to do with the content of the exam. A chat button is available if there are any issues.
6. You will be recorded during your exam. Recordings will be kept for a period of 30 days.
7. There are **NO** breaks during the examination. If you feel ill, you may notify the proctor who will assist you and document your situation for IFSE to review.
8. You understand that this is a confidential and secure exam, protected by the laws in Canada and elsewhere. IFSE Institute has a responsibility to candidates and to Canadians to ensure the integrity of its examinations.
9. You agree not to, at any time, discuss the content of the exam with anyone and you will not, at any time, record, copy, or disclose any exam question or answer, in whole or in part, in any form or by any means (orally; in writing; online; in any Internet "chat room," message board, or forum; or otherwise).
10. You understand and agree that if you provide false information, or if you violate the terms of these policies and procedures:
  - The proctor may immediately dismiss you from the exam;
  - Your scores may be canceled, without a refund, and you may be banned from retaking the exam;
  - IFSE may be required to report your conduct to your employer, prospective employers and/or the regulatory authorities.